

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the duration of our current contract, which is set to expire on [Original Expiration Date]. Due to [brief explanation of reason for extension request], I believe that extending the duration of our contract would be mutually beneficial.

I would appreciate the opportunity to discuss this matter further and explore possible options for an extension. Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position/Title]